

Army Medical Center and School



Quick Reference Guide

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INFORMATION PAPER

MCCS-RB
1 December 2004

SUBJECT: Defense Travel System (DTS)

1. Purpose. To inform AMEDDC&S Staff on DTS implementation
2. Facts.

a. DTS is a web-based system used to process travel documents electronically. The system became available to the Fort Sam Houston community on 31 July 2004. This end-to-end system interfaces with the Contracted Travel Office (CTO) or Carlson Wagonlit. The AMEDDC&S will begin proliferation of DTS on 1 January, 2005. This will be a phased implementation starting with the Deputy Chief of Staff Resource Management Office. It is expected that AMEDDC&S proliferation will be completed by 31 March 2005. Students and Overseas travel will be phased in, after the completion of all permanent party. The link to DTS is <http://www.defensetravel.osd.mil>

b. The AMEDDC&S, MCCS-RM, Budget Division established the organizational structure for the AMEDDC&S within DTS, to include the electronic routing list. Each directorate will have it's own hierarchy, which is also referred to as the Naming Sequence or Organization Name. The Budget Branch will provide the Organization Name to assist the traveler with proper DTS Self-Registration. See attachment page 18 of the Quick Reference Guide.

c. The Self-Registration process allows the traveler to establish his/her profile within DTS; it is a prerequisite to utilizing DTS for travel authorizations and travel claims. Once Self-Registration is complete, updates to the EFT data fields and/or the government travel card fields must be accomplished by the Lead Defense Travel Administration (LDTA's) (Brenda Zachman or Ana Loes).

d. To Self-Register, each traveler will need a valid Common Access Card (CAC), PIN number, an activated CAC reader, DBSign software, (should have been pushed to all computers), EFT information (routing and account number, found at the bottom of your personal checkbook), Government Travel Card information (account number and expiration date), and frequent flyer information. After submitting the profile, the LDTA is notified via email. The LDTA will review the profile data and accept or reject the profile. We will inform each office when they can begin using DTS. If you encounter problems signing on or if the DTS system asks to download plugins, please contact the Information Technology and Telecommunications (ITT) help desk. 221-HELP. CAC PIN reset machine hours are:

Building 1290 Monday-Friday, 0615-1530, walk-in only
Building 367 Monday-Friday, 0715-1100, walk-in and 1245-1515
Appointments have priority; please call 291-0415/2278
BAMC Monday-Friday, 0730-1100, and 1230-1515
Appointments, please call 916-0838
Building 2840 Tuesday-Friday, 0830-1200 and 1300-1400

e. Authorizing Officials can use the AMEDDC&S Quick Reference Guide (see attached) for DTS to become familiar with their responsibilities. Reviewing Officials, Authorizing Officials and DTS Administration personnel must be appointed in writing of their duties and responsibilities. This will be accomplished on the new DD 577, dated January 2004. DD 577 Templates can be found in the AMEDDC&S Quick Reference Guide for DTS. Authorizing Officials must take Certifying Official Legislation (COL) training and the test provided by the Air Force <http://www.saffm.hq.af.mil/coaotut>. After testing, print the Certificate. Provide the original DD 577 and COL certificate to Brenda Zachman.

f. DTS inquiries can be forwarded to the LDTA (Brenda Zachman 221-7159 or Ana Leos 221-8028).

Brenda Zachman/221-7159

Approved by: Deborah Horton

DEFENSE TRAVEL SYSTEM HOW A TRAVELER SELF REGISTERS

I. INTRODUCTION. These instructions explain the steps for a DTS traveler to Self Register. Self-Registering allows a traveler to input their own personal profile information into DTS.

A. Before a person logs in to DTS to Self Register they need to do the following:

1. Get their DTS Organization Name. Travelers get this from their Organizational Defense Travel Administrator (ODTA) or Lead Defense Travel Administrator (LDTA). A list is provided at Page 18.

2. Obtain a Common Access Card (CAC), PIN number, an activated CAC reader, DBSign software loaded on their PC, have available personal EFT (located at the bottom of your check) and Government Travel Card information (number and expiration date).

3. Print and fill out the fields on the Self Registration Worksheet before going online to self register. These are the fields that the Traveler will enter into DTS during Self Registration.

B. Log in to DTS.

1. Open Internet Explorer (IE).
2. Enter www.defensetravel.osd.mil in the Address window. See below.
3. Insert your Common Access Card (CAC) into your CAC reader.
4. Click on the green Log In button to login to DTS.

Defense Travel System
A New Era of Government Travel

Search DTS Go!

Web Accessibility | Privacy and Security Notice | Site Map

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Map of Deployed Sites

System Status

Production Server
DTS is Available

EWTS Server
DTS is Available

First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE

Training
Click below to login to the Enterprise Web Training System
EWTS

Login to DTS
Click below to begin using the Defense Travel System (DTS)
LOG IN

Recent Updates

Here You'll Find Quick Links to Recently Added or Updated Documents on the Defense Travel Site...

- ➔ Post Payment Review Findings for 1Q, FY04
- ➔ DSCP Celebrates Start of New Travel System
- ➔ Transformation in Action - The DTS Story

Three Primary Efforts

Click here for Defense Travel Administration (DTA) Seminar

5. Read the Privacy and Ethics Policy and click on Accept.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974

Accept

Decline

6. Enter your CAC Personal Identification Number (PIN).
7. On the User Activation screen, enter your Social Security Number (SSN), two times.
8. Click on Self-Registration.

Defense Travel System - Access4Less

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print

Address https://dtsdcwebgov.defensetravel.osd.mil/wl/site/get_ssn.jsp Go

Defense Travel System
A New Era of Government Travel

User Activation

Your user account needs to be activated

If you would like your account activated, complete the form below. The form requires that you enter your social security number or other identifying information twice.

If you need to Self-Register, click "Self Registration" after entering your SSN.

Enter Social Security Number:

Reenter Social Security Number:

Submit Reset Cancel

Self Registration

If the values entered match an account in DTS , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

Done Internet

9. On your DTS home page, put the cursor on the blue Administrative button (upper left) and click on the Self Registration drop down button.

Logged In As: Eric ASAFM_FO-U [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Logoff

Administrative ▾

Welcome Eric ASAFM_FO-U

Organization:

Org Access:

Group Access:

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

10. On the Welcome to the Self Registration Tool window, click on Recommended Information at the top of the window. This opens the Self Registration module. Users enter Recommended Information and Reference Information from the Self Registration Worksheet starting at Page 10 (that the traveler has filled in per section I.A.2, above).

Logged In As: Eric ASAFM_FO-U
Screen ID: 8000.1

[Close Window](#)
[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Recommended Information Preference Information Self-Registration Submit

Current Date: 06-28-2004

Welcome to the Self Registration Tool.

Your user/traveler profile has been started but not completed; please finish prior to submitting user/traveler profile for acceptance. Click on Recommended Information above to complete your profile.

11. After completion, click the **Submit** button. This will send an email to your LDTA with a request to verify your Self Registration information. Users will be notified by email when the registration has been accepted. If you receive a message to go back to update a field, click on Cancel, update the appropriate field and click Save.

Defense Travel System
A New Era of Government Travel

Recommended Information Preference Information Self-Registration Submit

Current Date: 06

You are going to submit the traveler profile to DTA.

SUBMIT CANCEL

II. Suggestions to improve this document should be emailed to donald.burnap@hqda.army.mil.

DTS SELF REGISTRATION WORKSHEET

ENTER INFORMATION IN UPPER CASE.

REQUIRED FIELDS ARE BOLDED.

GENERAL INFORMATION		ENTER YOUR DATA IN THIS COLUMN.
First Name	PRE-POPULATED (CAC)	
Last Name	PRE-POPULATED (CAC)	
Middle Initial		
SSN	PRE-POPULATED (CAC)	
Gender	REQUIRED	
Your Email Address	REQUIRED	
HOME MAILING ADDRESS		
Mailing Street 1	REQUIRED	
Mailing Street 2		
City	REQUIRED	
State	REQUIRED, CLICK ICON, ENTER STATE CODE, HIT OK & SELECT STATE.	
Zip Code	REQUIRED, 5 OR 9 DIGITS.	
WORK INFORMATION		
Civilian/Military Status		
Title/Rank		
Tech Status	SHOULD BE NO	
Organization	REQUIRED, CLICK ICON.(more than one page)	
Service/Agency	SELECT UNITED STATES ARMY - ARMY	
Type	(select State)	
Site	(select Proper Installation)	
Office Street, City, State and Zip Code	PRE-POPULATED	
Time Zone	PRE-POPULATED	
Work Hours	PRE-POPULATED	
Emergency Contact Name and Phone Number	PRE-POPULATED	
ELECTRONIC FUNDS TRANSFER DATA		
Account Type - Checking or Saving		
Account Routing Number	(bottom of check—far left)	
Account Number	(follows routing # on check)	
GOVERNMENT CHARGE CARD		

(GOVCC)		
Charge Card Status	CARD HOLDER OR NO ADVANCE (non-IBAs)	
Account Number	IF CARD HOLDER	
GOVCC Exp. Date	IF CARD HOLDER	
PERSONAL CHARGE CARD		
Account Number	LEAVE BLANK (not avail)	
Card Exp. Date	LEAVE BLANK (not avail)	
PREFERENCE INFORMATION		
Printed Organization	PRE-POPULATED	
Present Duty Location	PRE-POPULATED	
Miles from Office to Airport	PRE-POPULATED	
Office Phone	PRE-POPULATED	
Office Fax	PRE-POPULATED	
Office Mail Stop	PRE-POPULATED	
Organization Email	PRE-POPULATED	
Unit ID	PRE-POPULATED	
PASSPORT INFORMATION		
First Name		
Last Name		
Middle Initial		
Birth Date		
Passport Number		
Issuing City		
Expiration Date		

RESIDENCE ADDRESS		MAY BE PRE-POPULATED FROM MAILING ADDRESS.	
Residence Street 1		REQUIRED	
Residence Street 2			
Residence City		REQUIRED	
Residence State		REQUIRED, CLICK ICON, ENTER STATE CODE, HIT OK & SELECT STATE.	
Residence Zip Code		5 OR 9 DIGITS.	
Miles from Home to Airport			
Residence Phone		REQUIRED IN CASE CTO OR AIRLINE NEEDS TO CALL TRAVELER AFTER DUTY HOURS.	
Residence Fax			
AIR TRAVEL PREFERENCES			
Airport		CLICK ON ICON, ENTER AIRPORT NAME OR CODE, SELECT CODE	
Preferred Seating			
Special Meals			
Special Needs			
FREQUENT FLYER			
	Frequent Flyer No		
	Airline		
	Member No		
	Member Status		
LODGING PREFERENCES			
Preferred Lodging			
Lodging Special Needs			
RENTAL CAR PREFERENCES			
Preferred Rental Car			
Rental Car Special Needs			
Personal Remarks			
Smoker			

Appointment Templates

DD FORM 577s

Template information for the FDTA (Budget/LOA Official)

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)			
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.			
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY			
1. NAME (First, Middle Initial, Last)		2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE		
SECTION II - TO: APPOINTEE			
6. NAME (First, Middle Initial, Last)		7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)			
<input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER (Specify) DTS Finance Defense Travel Administrator			
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:			
Maintain DTS budgets and Lines of Accounting (LOA). As the FDTA you are responsible for reviewing DTS travel documents (Travel Authorizations and Vouchers) to verify that the correct LOA has been selected. You do not have the authority to obligate funds or to certify travel documents for payment.			
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:			
DoDFMR, Vol. 5, chapter 33; DoDFMR, Vol. 9, chapter 2 DoD Directive 7000.15			
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT			
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.			
16. PRINTED NAME (First, Middle Initial, Last)		17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT			
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	

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Reset

Template information for the Authorizing Official

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE		
(Read Privacy Act Statement and Instructions before completing form.)		
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.		
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY		
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	
SECTION II - TO: APPOINTEE		
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)		
<input checked="" type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER (Specify) DTS Authorizing Official		
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: Approve DTS temporary duty travel (TDY) and local travel, and certify payments of TDY and local travel entitlements. As a certifying officer you will be responsible for certifying payment vouchers and documents prepared under DTS in accordance with Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. As the Authorizing/Certifying Official (AO/CO) you are accountable for the organizations travel funds and will have pecuniary liability for certified payments. You may not concurrently serve as a deputy disbursing officer to any DSSN, cashier, paying agent, collection agent, change fund custodian, imprest fund cashier, or in any other accountable position involving the management of DTS. Approval of DTS documents will create obligations and/or obligation adjustments within the Accounting System. You cannot approve your own Travel or Local voucher.		
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;		
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.		
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT		
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)
19. APPOINTEE INITIALS		
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE

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Template information for the Reviewing Official

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE			
(Read Privacy Act Statement and Instructions before completing form.)			
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.			
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY			
1. NAME (First, Middle Initial, Last)		2. TITLE	
3. DOD COMPONENT/ORGANIZATION			
4. DATE (YYYYMMDD)		5. SIGNATURE	
SECTION II - TO: APPOINTEE			
6. NAME (First, Middle Initial, Last)		7. SSN	
8. TITLE			
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)			
<input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER (Specify) DTS Reviewing Official			
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE:			
Review DTS travel documents (Travel Authorizations, Vouchers and Local Vouchers) As a reviewing official you will be responsible for reviewing travel documents prepared under DTS in accordance with Appendix O of the Joint Federal Travel Regulation and Joint Travel Regulation. You do not have the authority to obligate funds or to certify travel documents for payment.			
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:			
DoDFMR, Vol. 5, chapter 33;			
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT			
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.			
16. PRINTED NAME (First, Middle Initial, Last)		17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT			
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)	
19. APPOINTEE INITIALS			
20. NAME OF COMMANDER/APPOINTING AUTHORITY		21. TITLE	
22. SIGNATURE			

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Template information for the Administrative Assistant (Contractor)

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE			
(Read Privacy Act Statement and Instructions before completing form.)			
PRIVACY ACT STATEMENT AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers. PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds. ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register. DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.			
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY			
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION	
4. DATE (YYYYMMDD)	5. SIGNATURE		
SECTION II - TO: APPOINTEE			
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE	
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)			
<input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER (Specify) DTS Support Contractor			
14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: Create government travel documents for use by government employees. Input and maintain lines of accounting to be used for government travel by government employees. Maintain approved budgets and travel targets for associated lines of accounting within the DTS based on documentation supplied by a government official. Maintain government personnel data. Assist the Transportation Office in reconciling the Centrally Billed Accounts (CBA). You must comply with all privacy act requirements. You cannot use DTS in the role of a traveler and do not have the authority to obligate funds or to certify travel documents for payment.			
15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED: DoDFMR, Vol. 5, chapter 33;			
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT			
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.			
16. PRINTED NAME (First, Middle Initial, Last)		17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT			
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	

DD FORM 577, JAN 2004

PREVIOUS EDITIONS ARE OBSOLETE.

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Template information for the Non-DTS Entry Agent (NDEA)

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE			
(Read Privacy Act Statement and Instructions before completing form.)			
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: E.O. 9397, 31 U.S.C. §§ 3325, 3528, DoD Financial Management Regulation, Vol. 5, Chapter 33, and DoDD 7000.15, DoD Accountable Officials and Certifying Officers.</p> <p>PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.</p> <p>ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.</p>			
SECTION I - FROM: COMMANDER/APPOINTING AUTHORITY			
1. NAME (First, Middle Initial, Last)		2. TITLE	
3. DOD COMPONENT/ORGANIZATION			
4. DATE (YYYYMMDD)		5. SIGNATURE	
SECTION II - TO: APPOINTEE			
6. NAME (First, Middle Initial, Last)		7. SSN	
8. TITLE			
9. DOD COMPONENT/ORGANIZATION		10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)		12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	
13. POSITION TO WHICH APPOINTED (X one)			
<input type="checkbox"/> CERTIFYING OFFICER <input type="checkbox"/> ACCOUNTABLE OFFICIAL <input checked="" type="checkbox"/> OTHER (Specify) Non-DTS ENTRY AGENT (NDEA)			
<p>14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY SHOWN ABOVE. YOUR RESPONSIBILITIES WILL INCLUDE: Create and sign vouchers and local vouchers for submission within DTS on behalf of unconnected travelers assigned to your organization who do not have reasonable access to DTS.</p> <p>The traveler must provide you with a manually prepared and signed DD Form 1351-2, Voucher or SF 1164, Local Voucher.</p> <p>As NDEA, you certify that the information contained in the traveler's voucher is entered as claimed on that voucher. You are not responsible for the validity of the data for the manual voucher signed by the traveler.</p> <p>You do not have the authority to obligate funds or to certify travel documents for payment.</p>			
<p>15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:</p> <p>DoDFMR, Vol. 5, chapter 33; DoDFMR, Vol. 2, chapter 9, section 020404</p>			
SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT			
<p>I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in the box below.</p>			
16. PRINTED NAME (First, Middle Initial, Last)		17. SIGNATURE	
SECTION IV - TERMINATION OF APPOINTMENT			
The appointment of the individual named above is hereby revoked.		18. EFFECTIVE DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF COMMANDER/APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	

DD FORM 577, JAN 2004

PREVIOUS EDITIONS ARE OBSOLETE.

Reset

AMEDDC&S

DTS Organization Names

From Budget

AMEDDCS ACTIVITY'S

ORG NAME

From DTS Maint Tool

GOON

GROUP

CENTER AND SCHOOLS	DA740MED401	DA740MED401	AMEDDCS
OFFICE OF THE COMMANDER	DA740MED401CMD	DA740MED401CMD	OFF COMMANDE
CORPS SPECIFIC BR PROPONENT OFF (CSPBO)	DA740MED401CSP	DA740MED401CSP	CSPBO
JOINT MED EXECUTIVE SKILLS INST (JMESI)	DA740MED401JME	DA740MED401JME	JMESI
PHARMACOECONOMIC CENTER (PEC)	DA740MED401PEC	DA740MED401PEC	PEC
DEFENSE MED READINESS TN INST (DMRTI)	DA740MED401DMR	DA740MED401DMR	DMRTI
SPS SPECIAL STAFF	DA740MED401SPS	DA740MED401SPS	SPS
SPS EQUAL EMPLOYMENT OFFICE (EEO)	DA740MED401SPSEEO	DA740MED401SPSEEO	SPS EEO
SPS INSPECTOR GENERAL OFFICE (IG)	DA740MED401SPSIGO	DA740MED401SPSIGO	SPS IG
SPS INTERNAL REVIEW (IR)	DA740MED401SPSIRO	DA740MED401SPSIRO	SPS IR
SPS STAFF JUDGE ADVOCATE (SJA)	DA740MED401SPSSJA	DA740MED401SPSSJA	SPS SJA
SPS SAFETY OFFICE	DA740MED401SPSSAF	DA740MED401SPSSAF	SPS SAFETY
SPS EXECUTIVE OPERATIONS OFFICE	DA740MED401SPSOPS	DA740MED401SPSOPS	SPS EXE OPS
SPS SECURITY OFFICE	DA740MED401SPSSEC	DA740MED401SPSSEC	SPS SECURITY
SPS RETENTION	DA740MED401SPSRET	DA740MED401SPSRET	SPS RETENTON
SPS USARNG USAR OFFICE	DA740MED401SPSARO	DA740MED401SPSARO	SPS USARNG
SPS AMEDD REGIMENT	DA740MED401SPSREG	DA740MED401SPSREG	SPS REGIMENT
SPS CLINICAL INVEST REGULATORY OFF	DA740MED401SPSCIR	DA740MED401SPSCIR	SPS CLIN INVEST REG
ENGINEERING AND FACILITY MANAGEMENT	DA740MED401ENG	DA740MED401ENG	ENGINEERING
RESOURCE MANAGEMENT OFFICE	DA740MED401RMO	DA740MED401RMO	DCSRM
AMEDD MUSEUM	DA740MED401AMU	DA740MED401AMU	AMEDD MUSEUM
FSH MUSEUM	DA740MED401FMU	DA740MED401FMU	FSH MUSEUM
PERSONNEL PROPONENT DIRECTORATE (APPD)	DA740MED401PPD	DA740MED401PPD	APPD
ACFI ASSISTANT COMMAND FORCE INTEGRATION	DA740MED401ACF	DA740MED401ACF	ACFI
ACFI AMEDD BOARD	DA740MED401ACFBRD	DA740MED401ACFBRD	BOARD
ACFI TOTAL AMEDD SYSTEM MANAGER (TASM)	DA740MED401ACFTAS	DA740MED401ACFTAS	TASM
ACFI KNOWLEDGE MGMT LESSONS LEARNED (KMLL)	DA740MED401ACFKML	DA740MED401ACFKML	KMLL
ACFI OPERATIONS	DA740MED401ACFOPS	DA740MED401ACFOPS	ACFI OPS
ACFI CNT AMEDD STRAT STD EXPRMNT (CASSE)	DA740MED401ACFCSE	DA740MED401ACFCSE	CASSE
ACFI DIRCTORTE COMBAT DOCTRIN DEV (DCDD)	DA740MED401ACFDCD	DA740MED401ACFDCD	DCDD
NCO ACADEMY	DA740MED401NCO	DA740MED401NCO	NCO ACADEMY
32ND MED BRIGADE	DA740MED40132M	DA740MED40132M	32ND MED
AHS ACADEMY OF HEALTH SERVICES	DA740MED401AHS	DA740MED401AHS	AHS
AHS DEAN ADMIN SUPPORT	DA740MED401AHSDAS	DA740MED401AHSDAS	AHS DEAN
AHS DEPT PASTORAL MINISTRY TNG	DA740MED401AHSPAS	DA740MED401AHSPAS	AHS PASTORAL
AHS DEPT LEARNING, INNOVATION AND TECH	DA740MED401AHSDLT	DA740MED401AHSDLT	AHS DLT
AHS DEPT OF ACADEMIC SUPPORT	DA740MED401AHSACD	DA740MED401AHSACD	AHS ACAD SPT
AHS DEPT OF DENTAL SCIENCES	DA740MED401AHS DNT	DA740MED401AHS DNT	AHS DENTAL
AHS DEPT OF HEALTH EDUCATION AND TNG	DA740MED401AHS HET	DA740MED401AHS HET	AHS HLT EDU
AHS LEADER TRAINING CENTER	DA740MED401AHS LTC	DA740MED401AHS LTC	AHS LTC
AHS DEPT HEALTH SERVICES ADMIN	DA740MED401AHS HSA	DA740MED401AHS HSA	AHS HLT SERV
AHS DEPT OF MEDICAL SCIENCE	DA740MED401AHS MED	DA740MED401AHS MED	AHS MED SCI
AHS DEPT OF NURSING SCIENCE	DA740MED401AHS NUR	DA740MED401AHS NUR	AHS NURSING
AHS DEPT OF PREVENTIVE HEALTH SERVICES	DA740MED401AHS PH S	DA740MED401AHS PH S	AHS PRE HLT
AHS DEPT OF CLINICAL SUPPORT SVC ADMIN	DA740MED401AHS CLN	DA740MED401AHS CLN	AHS CLIN SPT
AHS DEPT OF TRAINING SUPPORT (DTS)	DA740MED401AHS TNG	DA740MED401AHS TNG	AHS TNG SUPT
AHS DEPT OF VETERINARY SCIENCE	DA740MED401AHS VET	DA740MED401AHS VET	AHS VET
AHS CONTINUING HEALTH EDUCATION (CHE)	DA740MED401AHS CHE	DA740MED401AHS CHE	AHS CHE
AHS CENTRAL TRNG PRGM NUMBERED COURSES	DA740MED401AHSCTPNUM	DA740MED401AHSCTPNUM	AHS CTP NUM
AHS CENTRAL TRAINING PROGRAM (CTP)	DA740MED401AHSCTP	DA740MED401AHSCTP	AHS CTP
COUNTER NARCOTICS	DA740MED401NAR	DA740MED401NAR	NARCOTICS
FAMILY ADVOCACY PROGRAM (FAP)	DA740MED401FAP	DA740MED401FAP	FAP
323RD BAND	DA740MED401BAN	DA740MED401BAN	323RD BAND
MED EXPENSE PERFORMANCE REPT SYS (MEPRS)	DA740MED401MEP	DA740MED401MEP	MEPRS

Quick References

Expense Category, Date, Percent, or Dollar Amount

- 2) Click the *Allocate Expenses* button.
- 3) Enter the appropriate allocation information then click *Save Allocations*.

c. Select **Additional Options** from the navigation bar.

7

Additional Options

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Per Diem Entitlements Partial Payments Advances

- a. *Profile tab* – Changes or additions to the traveler's personal information
- b. *Per Diem Entitlements* – Changes in this section modify the traveler's entitlement.
- c. *Partial Payments* – Partial payments can be scheduled if TDY/TAD is 45 days or greater
- d. *Advances* –Traveler's who do not have a GOVCC can request a Non-ATM advance.
- e. After entering any *Additional Options*, click the *Continue* button at bottom of page.

8

Review / Sign

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Pre-Audit Other Auths. Digital Signature

- a. Review the itinerary then click the *Save and Proceed to Pre-Audit* button at bottom of page.
- b. Enter any justifications in each comment box. *Justification is mandatory.*
- c. Click the *Save and Proceed to Digital Signature*.
- d. (Optional) – Select *Other Auths.* in the navigation bar. Click *Add Additional Authorizations for this trip* link to select from a master list of all other authorizations.
- e. On the **Digital Signature** screen, stamp the document **SIGNED**. Click the *Submit Completed Document* button.
- f. When digital Signature window opens enter your CAC PIN then click *OK*.

ADJUSTING/AMENDING DOCUMENTS

The traveler can easily edit a document stamped **SIGNED**. An *Adjustment* is a change made to an *Authorization* or *Voucher* **before** the AO applies the **APPROVED** stamp. An *Amendment* is a change made to an *Authorization* or *Voucher* **after** the AO applies the **APPROVED** stamp.

Creating an Adjustment

- a. Select *Authorization/Orders* from the *Official Travel* drop-down menu.
- b. Click *View/Edit* next to the document to be adjusted.
- c. *Deselect* the **View-Only** box to make changes to the document.
- d. At *Digital Signature* window, enter your password.
- e. View the *Preview* screen and select the *Edit* link next to the areas that need adjusting.
- f. Under the *Review/Sign* menu, click on *Pre-Audit* to add justifications for any changes made.
- g. Click *Save and Proceed to Digital Signature* and stamp the document **SIGNED**.
- h. At *Digital Signature* window, enter your CAC PIN.

Creating An Amendment

Existing Authorizations/Orders							
Sort by Document Name	Sort by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
EBELPAG07W62203_A01	06/22/03	REJECT	0NTH4P	> view	> print		> amend

- a. Select *Authorization/Orders* from the *Official Travel* drop-down menu.
- b. Click *Amend* next to the desired document.
- c. Type justification for changes in the *Comment* box.
- d. At *Digital Signature* window, enter your CAC PIN.
- e. On *Preview* screen, click the *Edit* link next to the areas needing amending. Make and save changes.
- f. Click the *Digital Signature* link under **Review/Sign** and stamp the document **SIGNED**.
- g. At *Digital Signature* window, enter your CAC PIN.

Traveler Instructions to Create an Authorization/Order In DTS



A Step-by-Step Guide

DTS Version 1.5.4.23, October 1, 2004
(See **Chapter 2** in *Document Processing Manual*)

Logging into DTS with a Common Access Card (CAC)

- a. Insert your CAC into reader.
- b. Using Internet Explorer, go to the website portal <http://www.defensetravel.osd.mil>
- c. Click the *Log In* button, read and select *Yes* at the *Security Alert* screen.
- d. Read and *Accept* the *DoD Privacy and Ethics Policy*.
- e. When the digital signature window opens, the *Key File* will appear.
- f. Enter your CAC PIN then click *OK*.
- g. *First time* users will be taken to the *User Activation* screen. Enter your SSN in both fields and click *Submit*. You will be taken to a new *User Activation* screen. Click the *Self Registration* button; complete all *Required Information* (noted by a red asterisk (*)) in the *Recommended Information* and *Preference Information* tabs in the navigation bar. After completion, click the *Self-Registration Submit* link. You must log off of DTS. You will be notified via email when the registration has been accepted. Once accepted, you may log into (and use) DTS.

Creating an Authorization



- a. On the *DTS Private Page*, hover mouse over *Official Travel* on the navigation bar. Click *Authorization/Orders* from the drop- down menu.

- b. Click the *Create New Authorization/Order* link.

NOTE: If using DTS for the first time the system will prompt the user to review or update the traveler's profile. Make necessary changes and click *Update Personal Information* button .

1

Travel Itinerary



- a. Enter *Starting Point* by clicking the location from the *Starting Locations in Profile* box or by typing a location in the field.
- b. In the *Departing On* field type the date or use the calendar tool to enter the departure date.
- c. Select *Trip Type* and *Trip Purpose* by using the drop-down menus.
- d. Click the *Search Location* button in the *Location Tools* box on the right to enter TDY/TAD location.
- e. In the *Search Location* window, enter *City, State* or *Country*, or *Installation*. Click *Search Location* button.
- f. Click the radio button next to the preferred TDY/TAD location then click *Select and Close*.
- g. If the destination is not found, click the *TDY/TAD Location Lookup Tool* link. Select the state from drop-down menu, and then select a location for that state in next drop-down menu. If the location still does not appear, select *Unlisted*. Enter the name of the location in the *Enter Unlisted Location Name* box. Enter the location's time zone in the *Select Location's Time Zone* box. Click *Save Location and Return*.
- h. In the *Arriving On:* date field click on the *Calendar* tool and select the *arrival date* for the TDY/TAD location.
- i. In the *Departing On:* date field click the date on the *Calendar* tool and select the *departure date* for the TDY/TAD location.
- j. Click *Yes* or *No* under *Traveling to another TDY Location*. If *Yes*, repeat steps a-i.

- k. Enter the *Ending Point* by clicking the location from the *Return Locations in Profile* box.

- l. Select *Air Travel* and then click the *Save and Proceed* button.

- m. If no reservations, proceed to *Preview*.

2

Travel Reservations



- a. Type name of airport city or airport code for departure and arrival airport.
- b. Ensure that *Arrival/Departure* time is correct in the drop-down menu and click the *Search Availability* button. Flight options will appear.
- c. From the *Air Travel* screen on the right side, click the *Select and Continue* button for the appropriate flight. If flights are not available, click the *Request Assistance in Booking Flight* button for help from the CTO.
- d. In the *Seat Selection* section, click the *Select Seat* link to choose a seat from live seat map and click *Done*, or select *window* or *aisle* from the drop-down menu.
- e. Click the *Save Selected Flight* button.
- f. Click the *Find Next Flight* button and repeat steps a-e.
- g. Select the *Continue* button at bottom of page.

3

Lodging



- a. To perform a *search*, select the appropriate radio button next to search option: *By hotel name, Near an Airport* or *Near a City*.
- b. Click the *Search Accommodations* button.
- c. From the search results screen click the *Hotel Info & Pricing* button next to the desired lodging location you desire.
- d. Select the radio button next to the room type/rate and then select the *Save Selected Accommodations* button.
- e. If no rooms are available with the selected hotel, select the *Find Different Accommodations* button. If no hotels appear in the search results screen select the *Request Assistance Booking Lodging* button.

- f. Select the *Continue* button at bottom of page.

4

Rental Car



- a. Click the *Search Rental Car Availability* button.
- b. Click the *Select and Continue* button next to the desired Rental car company.
- c. Select the *Save Selected Car* button.
- d. Select the *Continue* button at bottom of page.

5

Expenses



- a. Use the drop-down menu to select a *non-mileage* expense. If the expense is not listed in the menu, type it in the *Or* field.
- b. Type the estimated *Cost* of the expense and select the projected *Date* the expense will be incurred.
- c. Select the *Method of Reimbursement* for the expense from the drop-down menu.
- d. Enter up to five expenses on this screen and select *Save Expenses* at bottom of screen.
- e. Select *Mileage* from the sub navigation bar and enter any expected mileage expenses for private vehicle travel.
- f. Click the *Save Expense* button.
- g. *Receipts Imaging* – Refer to *paragraph 2.7* in the *Document Processing Manual*.

6

Lines of Accounting



- a. Select *Accounting* in the top navigation bar or select *Continue* on the bottom of the expenses page.
 - b. Select the *Accounting Label* associated with the current trip from the drop-down menu.
- **If multiple lines of accounting are necessary, select them one at a time. The *Allocate Expenses* button will appear. Click the drop-down menu next to *How to Allocate* and distribute the expenses by**

Additional Options

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Profile	Per Diem Entitlements	Payment Totals	Partial Payments	Advances	

- Profile Information* – Changes or additions to the traveler's personal information.
- Per Diem Entitlements* – Changes in this section modify the traveler's entitlements.

Review / Sign

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Preview	Pre-Audit	Other Auths.	Digital Signature		

- Click the **Review/Sign** menu. The *Preview* screen appears. Review the information. Use the edit or remove link to change or update information. If necessary, add comments to the AO.
- Click **Save and Proceed To Pre-Audit** button at the bottom of the page. Enter justifications to the AO in each comment box of the flagged items. Justifications are mandatory.
- Click **Save and Proceed To Digital Signature.**
- (Optional) – Click **Other Auths.** If special documentation needs to appear on the orders, click the link **Add Additional Authorizations for this trip.** Add a check in the box next to appropriate authorization.
- Click the **Add** button located at the bottom of the page. Add the appropriate *Remarks* that need to appear on the orders.
- Click **Digital Signature** and select the **Signed** stamp.
- (Optional) Enter additional comments in the *Remarks* box.
- Click the **Submit Completed Document** button.
- Enter your CAC PIN then click **OK.**

ADJUSTING/AMENDING DOCUMENTS

The traveler can easily edit a document stamped **SIGNED**. An Adjustment is a change made to an *Authorization* or *Voucher* before the AO applies the **APPROVED** stamp. An Amendment is a change made to an *Authorization* or *Voucher* after the AO applies the **APPROVED** stamp.

Creating an Adjustment

- Select **Vouchers** from the *Official Travel* drop-down menu.
- Click **View/Edit** next to the document to be adjusted.

Open Document VIEW-ONLY: ☐

- Deselect the **View-Only** box to make changes to the document.
- At **Digital Signature** window, enter your CAC PIN.
- View the *Preview* screen and select the **Edit** link next to the areas that need adjusting.
- Under the *Review/Sign* menu, click on **Pre-Audit** to add justifications for any changes made.
- Click **Save and Proceed to Digital Signature** and stamp the document **SIGNED**.

Creating An Amendment

Sort by Document Name	Sort by Status	Sort by T.A. Number	View/Edit	Print	Remove	Amend
EPHAPLESTAD01104_V01	09/15/04	PAYMENT SUBMITTED	ONCUM4	> VIEW	> PRINT	> AMEND
EPVARECHERGA01204_V01	09/12/04	PAYMENT SUBMITTED	ONCUM4	> VIEW	> PRINT	> AMEND

- Select **Voucher** from the *Official Travel* drop-down menu.
- Click **Amend** next to the desired document.
- Type justification for changes in the *Comment* box.
- At **Digital Signature** window, enter your CAC PIN.
- On *Preview* screen, click the **Edit** link next to the areas needing amending. Make and save changes.
- Click the **Digital Signature** link under **Review/Sign** and stamp the document **SIGNED**.
- At **Digital Signature** window, enter your CAC PIN.

Traveler Instructions to Create a Voucher From Authorization



A Step-by-Step Guide

DTS Version 1.5.4.23, October 1, 2004
(See **Chapter 4** in *Document Processing Manual*)

After travel, a *Voucher from Authorization* is created to update the traveler's *Authorization* (should costs) with the actual costs incurred during the trip.

Logging into DTS with a Common Access Card (CAC)

- Insert your CAC into reader.
- Using Internet Explorer, go to the website portal <http://www.defensetravel.osd.mil>
- Click the **Log In** button, read and select **Yes** at the *Security Alert* screen.
- Read and **Accept** the *DoD Privacy and Ethics Policy*.
- When the digital signature window opens, the *Key File* will appear.
- Enter your CAC PIN then click **OK.**

Creating a Voucher

Official	Official Travel -	Traveler Setup	Reports	Administrative
Authorizations/Orders				
Vouchers				My Signed Documents

- On the DTS Private Page, hover mouse over *Official Travel* on the navigation bar.
- Click **Voucher** from the drop down menu.
- Created vouchers appear in the *Existing Vouchers* section.
- Click the **Create New Voucher from Authorization/Order** link.
- Click the **Create** link next to the document to create a voucher.

1

Travel Itinerary

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Trip Overview	Per Diem Locations				

Note: Only use this procedure if trip dates have changed.

- Select **Itinerary** on the navigation bar.
- Adjust the *Start Date* or *End Date* field in the *Trip Overview* screen.
- Click **Proceed to Per Diem Location** button.
- Click **OK** to the *Entitlements Update* prompt.
- Click **OK** to the warning.
- Dates in fields are now populated with a question mark. Click the **Edit** link under *Location* in the *Trip Summary* box.
- Click **OK** to the warning message.
- In the *Per Diem Location* (left box), change the dates accordingly.
- Click **Save Changes** and then click **OK** to the entitlements update message prompt.
- Click **Remove** next to the air segment that says, “*Items not Associated to TDY stop*”.
- Under *Travel* on the navigation bar click **Other Trans.** to add changed flight ticket data.
- Click **Remove** next to *Lodging* and *Car Rental* (see respective sections to make changes.)

2

Travel Reservations

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Lodging	Rental Car	Rail	Other Trans.	

- Select **Travel** from the top navigation bar.
- In the *Air Trip Summary* column, click the **Edit** link on the specific flight requiring changes.
- Click on **Change Ticket Data** link to update air travel changes. Under *Edit Ticket Information*, change the necessary fields.
- Click the **Save** button when complete.

3

Lodging

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Lodging	Rental Car	Rail	Other Trans.	

The traveler has the ability to adjust the Lodging and M&IE if necessary. The *Per Diem Entitlements*

screen (where updates/changes to lodging should be made) allows the traveler to change one individual day or a range of days. (*Do not* add hotel sales taxes or room taxes in the *Lodging* section. These should be entered in the *Expenses* section.)

- Select **Travel** from the main navigation bar then, select **Lodging** from the sub-navigation bar.
- Under *Trip Summary* column click on the **Edit** link on the specific lodging that requires changes.
- The *Lodging* box displays specific lodging information from the *Authorization*.
- Change dates as necessary in the *Lodging* box.
- If lodging costs require updating, click on **Update Actual Lodging Cost** link. This will refresh the page to the *Per Diem Entitlements* page.
- Click **Edit** on the specific date where changes are necessary or click the **Remove** link to delete the specific lodging entry.

4

Rental Car

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Lodging	Rental Car	Rail	Other Trans.	

Any updates/changes made to EXISTING *Rental Car* information (if rental car was included as part of the authorization) should be made in the *Rental Car* section. If rental car was booked offline and/or was not included in the *Authorization*, the traveler must input the rental car (*Commercial Auto*) costs in the *Expenses* section.

- Select **Travel** from the main navigation bar, and then choose **Rental Car** from the sub-navigation bar.
- Click the **Edit** link next to the specific car rental that requires changes, or the **Remove** link to delete the specific car rental entry.
- From the *Car Rental* box, changes can be made to the *Dates*, *Times*, *Cost* and *Method of Reimbursement*.

5

Expenses

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
		Non-Mileage	Mileage	Receipts	

- Click on **Expenses** in the navigation bar or select the **Continue** button at bottom page.
- After travel, trip expenses can be *added*, *updated*, or *deleted* in the *Expenses* section to reflect actual costs.

6

Lines of Accounting

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
			Accounting Codes		

- Note:** DO NOT add or remove a LOA on a *Voucher from Authorization*. Funds from LOAs in the *Authorization* have already been decremented. Changing LOAs would cause errors in both DTS and the accounting system. If allocation of expenses has changed, click the **Allocate Expenses** button.
- Select the **Accounting Code** needed for each allocation.
- Select **Save Allocations** button. The *Expense Summary* box will display a breakdown of the expenses pertaining to each LOA.
- Select **Accounting** in the navigation bar or select **Continue** on the bottom of page.

Delegating Signature Override Authority

- a. The AO can delegate signature override authority to another person (in accordance with service/local policy) while out of the office. When this signature override authority is delegated, DTS routes travel documents to both the AO and to the delegated authority. Once the document is electronically signed (by either party), it is removed from both **Route & Review** lists.
- b. Click the **Traveler Setup** link on the main navigation menu.
- c. Click on the **Delegate Authority** link under Setup.
- d. Click **Select** next to the individual to whom the authority should be assigned.
- e. Select **OK** in the Assign Authority box.
- f. Select **OK** after entering your PIN in the Digital Signature field.

Note: In order for the AO to delegate authority, the individual selected to sign documents for the AO must have equal or greater permissions and privileges as the AO.

Revoking Signature Authority

To revoke the signature override authority from the delegated authority, the AO should:

- a. Click the **Traveler Setup** link on the top navigation bar.
- b. Click the **Remove** link to the right of the name on the Delegate Authority list.
- c. When asked again about revoking delegation authority, click **OK**.
- d. When all delegation activity is complete, click the **Close** button to exit Delegate Authority window.

Fund Availability/Certification

Organizations must populate their quarterly targets into the DTS Budget Module before travel can commence. This module is a local tool used to track funds; it does not replace the DoD accounting system. At the time of approval, DTS automatically checks the fund availability in the Budget Module for the line(s) of accounting on a document. If the necessary funds are not available due to depletion of funds for other travel, a DTA having a permission level 3 may correct the situation.

Note: All personnel using the **APPROVED** stamp are must be appointed **Certifying Officials** in accordance with local procedures.

Checklist for Use by the AO

Travel Authorization:

1. Is this TDY trip necessary?
2. Are all of the travelers needed for the TDY/TAD?
3. Is the Fund Site/Line of Accounting correct?
4. Are the total costs correct?
5. Are funds available?
6. Is the traveler using a contract carrier airline?
7. Is the mode of travel more advantageous to the government?
8. Is a rental car needed?
9. Is the traveler allowed Variations Authorized?
10. Is this a reasonable travel time?
11. Is Actual Expense Allowance authorized?
12. Are there any registration fees and what is provided in the fee?
13. Is any leave taken during the trip?

Travel Voucher:

1. Has the voucher been reviewed against the authorization prior to signing?
2. Was the mode of travel consistent with the authorization?
3. Were long distance calls for official business only?
4. Were long distance calls for home/family in accordance with Appendix O?
5. Where applicable, is the split disbursement valid?
6. Were actual expenses claimed?

Actions that occur upon APPROVED status

LOA is matched to a budget item for the organization; Funds are decremented from the Budget Module; TA Number (Travel Authorization Number) is permanently assigned; Key data elements are encrypted for auditing and legal use; PNR is built for travel agent in reservations system; Document is stamped with name and date of signer; Document is made Read Only and an email is sent to the traveler; Transactions to DADS are started.

Authorizing Official/Certifying Official Instructions for DTS



Defense Travel System

A Step-by-Step Guide

DTS Version 1.5.4.23, October 1, 2004

(See **Chapter 6** in *Document Processing Manual*)

Introduction

In DTS, the Authorizing Official (AO) determines whether travel is in the best interest of the DoD. Typically this role is combined with that of the Certifying Official (CO). The CO is a DoD official who applies the **APPROVED** stamp to travel documents. The AO/CO has the authority to determine if the TDY/TAD is necessary, authorize travel, obligate funds, approve trip arrangements, and authorize disbursements for travel expenses incurred in connection with that travel. Some organizations may opt to separate the roles; however, the material contained in this guide applies in either situation.

Note: The remainder of the guide uses the term **AO** to refer to the combined function of AO/CO.

Purpose

This guide is intended to assist AOs in carrying out their DTS responsibilities. Additionally, Appendix O of the Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR) describe the rules for TDY travel in DTS. These resources can be accessed by first clicking on **Links** on the DTS web portal, then the **Travel Regulations** link.

Process

After a trip request (Authorization), Voucher (Voucher from Authorization), or Local Voucher is created by a user/traveler, the document must be signed by the traveler, a Non DTS Entry Agent (NDEA), or a clerk creating the document for the traveler. DTS then routes

the document. *Authorizations* requiring reservations route to the *Commercial Travel Office* (CTO) after which they usually route to the AO for approval. This holds true for units with CTO connectivity through DTS. If needed, any additional steps in the routing process, i.e. *Reviewed* or *Certified* must occur *after* the document routes to the CTO and *before* AO approval.

Logging into DTS with a Common Access Card (CAC)

- Insert your CAC into reader.
- Using Internet Explorer, go to the website portal <http://www.defensetravel.osd.mil>
- Click the **Log In** button, read and select **Yes** at the *Security Alert* screen.
- Read and **Accept** the *DoD Privacy and Ethics Policy*.
- When the digital signature window opens, the *Key File* will appear.
- Enter your CAC *PIN* then click **OK**.
- First time* users will be taken to the *User Activation* screen. Enter your SSN in both fields and click **Submit**. You will be taken to a new *User Activation* screen. Click the **Self Registration** button, Complete all *Required Information* (noted by a red asterisk (*)) in the *Recommended Information* and *Preference Information* tabs in the navigation bar. After completion, click the **Self-Registration Submit** link. You must log off of DTS. You will be notified via email when the registration has been accepted. Once accepted, you may log into (and use) DTS..

1

AO Reviewing Documents

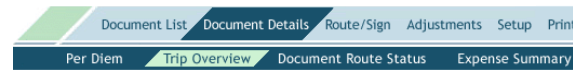
Documents Awaiting Your Approval --> [Click Here](#)

- To view documents that need to be approved by the AO, select the **Click Here** link next to *Documents Awaiting your Approval* on the right corner of the AO's private page.
- When the *Route & Review* window opens, the *Sorted by Awaiting Status* column sorts the documents; however, the list of documents can be sorted differently by clicking a column header.

- Select the **Review** link next to the document requiring approval.



- The *Preview* screen displays where the AO can review the traveler's itinerary.



- Click the **Document Details** link on the main navigation bar to view the *Trip Overview*, *Routing Status*, and *Expense Summary*.



- Under the *Review/Sign* menu, click on **Pre-Audit** to view justifications.



- After reviewing the justifications and determining that no changes are necessary, click **Digital Signature**.
- Click **Digital Signature** and select the **APPROVED** Stamp..
 - Click the **Submit Completed Document** button.
 - Enter your CAC *PIN* and click **OK**.

2

Returning Documents to Travelers



- Stamping the document **RETURNED** routes it to the individual (i.e. traveler/NDEA) who initiated it. That individual will then make the appropriate corrections and stamp the document **SIGNED**.

3

AO Adjusting (Changing) Documents Before Approval

- The AO also has the ability to edit a travel document. To make changes, click the **Adjustments** tab on the main navigation bar.
- Select the **view/edit** link next to the document needing adjusting.

Open Document VIEW-ONLY: ☐

- Uncheck** the **VIEW-ONLY**: checkbox to make changes to the document.
- At the **Digital Signature** window, enter your CAC *PIN*.
- If the itinerary dates change, first **Edit** the **Trip Overview** and then **Edit** the *TDY/TAD Location* sections under the *Trip Summary*. Click **SAVE**. In the *Trip Summary* box, click the **Remove** link next to the original reservation and then search for a new reservation. If making changes to the reservations, the AO must stamp the document **SIGNED** in the **Digital Signature** screen of the document to reroute the document to the CTO. For other changes not requiring changes to the reservations, the AO can simply apply the **APPROVED** stamp.
- Remarks* may be added in the *Remarks* box to alert the traveler of adjustments made to the document.

Print Documents

After opening the document click **Print** on main navigation bar, and click the printer icon in the *Preview* menu bar to print documents.



DTS AO CANCELLATION PROCEDURES

October 6, 2003

AO Cancellation Procedures with NO EXPENSES

The Traveler/Clerk/NDEA cancellation procedures must be completed before the AO can start these steps. The Authorization will route first to the CTO (If site has CTO Interface and reservations were on the Authorization) and then to the AO after the Traveler stamps the Authorization SIGNED.

1. The AO will log on to DTS. At the Private Page, select [Click Here](#) next to **Documents Awaiting Your Approval**. Click **review** located to the left of the document in the **Documents in Routing** screen.
2. In the **Preview Trip** screen, the Traveler should have typed in "Trip was canceled – no expenses incurred" in the **Comments to the Approving Official** field. Scroll down and check to insure no expenses have been claimed. If expenses have been claimed follow the steps in the section on AO Cancellation Procedures with Expenses.
3. Click on the **Digital Signature** tab at the top of the page.
4. In the **Document Action** block, click on the down arrow next to ***Submit this Document as:** and select the **CANCELLED** stamp. Click on **Submit Completed Document** button.
5. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.
6. The **Fund Authorization & PNR Process** screen will appear. This will show the amount that will be added back to the DTS Budget and to the accounting system (Only if accounting system is interfaced with DTS). Click **OK**.
7. At the **Stamping Result** screen, check to see if **Desired Stamping Action** is **CANCELLED** and the **Actual Stamping Status** is **Pass**. Click on the **Close** button.

When the AO stamps the document CANCELLED, if reservations have been made, those reservations are automatically cancelled. The funds will automatically be added back to the DTS Budget and de-obligated in the accounting system for the amount of the Authorization. If your site does not have DTS interfaced to your accounting system, notify the Budget authority to de-obligate funds.

AO Cancellation Procedures with EXPENSES

If expenses have been incurred the document cannot be cancelled, an Authorization and Voucher must be submitted for payment. The traveler should have adjusted the itinerary to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances. Note: The AO must ensure that the traveler has included an "Overpayment" expense equal to the amount of the paid non-ATM advance or SPP. This will allow for processing of the settlement voucher. Follow the site DTS Business Rules on Debt Management Procedures to ensure the collection action is initiated. The Traveler/Clerk/ NDEA cancellation procedures for the Authorization must be completed before the AO can start these steps. The Authorization will route first to the CTO (If interfaced with CTO and reservations were on the Authorization) and then to the AO after the Traveler stamps the Authorization SIGNED.

1. The AO will log on to DTS. At the Private Page, select [Click Here](#) next to **Documents Awaiting Approval**. Click on **review**, located to the left of the document.
2. In the **Preview Trip** screen, the Traveler should have typed in "Trip was canceled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check that no expenses have been claimed that were not incurred.
3. Click on the **Digital Signature** tab at the top of the page.
4. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click **Submit Completed Document**.
5. In the **Pre-Audit Trip** screen, ensure all flags are justified and click **Proceed to Digital Signature**.
6. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click **Submit Completed Document**.
7. At the **Digital Signature Login** box, type Password/Pin and click **OK**.
8. Read **Stamp Process Remarks** and click **Save and Continue**.
9. At the **Fund Authorization & PNR Process**, select **OK**.

After the AO has stamped the Authorization APPROVED, a 24-hour wait period is required before processing a Voucher. Once the Authorization is stamped AUTH 24 HOUR PASS, a new Voucher must be created for the expense(s) to be paid. The Voucher will route to the AO for Approval.

AO Cancellation Procedures for the Voucher Approval Process

1. The AO will log on to DTS. At the DTS Private Page, select [Click Here](#) next to **Documents Awaiting Your Approval**. Click **review**, located to the left of the document.
2. In the **Preview Trip Screen**, the Traveler should have typed in "Trip was canceled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check what expenses have been claimed. Then click **Proceed to PreAudit**.
3. In the **Pre-Audit Trip** screen, ensure all flags are justified and click **Save and Proceed to Digital Signature**.
4. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click **Submit Completed Document**.
5. At the **Digital Signature Login** box, type Password/Pin and click **OK**.
6. Read **Stamp Process Remarks** and click **Save and Continue**.
7. At the **Fund Authorization & PNR Process**, select **OK**.



DTS TRAVELER CANCELLATION PROCEDURES

For Sites With CTO Connectivity

See the reverse side for a more detailed, step-by-step reference guide on Cancellation Procedures for the Traveler.
NDEA = Non Defense Travel System Entry Agent

October 6, 2003

1. Was the Authorization Approved?	Traveler/clerk/ NDEA Action	2. Were Reservations Made?	Traveler/clerk/ NDEA Action	3. Were Expenses Incurred? (Including SPP and Advances)	Traveler/clerk/ NDEA Action	Sign Document	AO Action
YES	Create Amendment: Click amend. Type in the reason for amendment "Trip was cancelled – but expenses/ no expenses incurred" (state one or the other) in the comments box. Type in Password/Pin and click OK.	YES	Click Travel on the top navigation bar. On the right hand side under Trip Summary , click Remove for all the reservations (Air, Lodging, Rental Car) that had been previously selected.	YES	<ol style="list-style-type: none"> Under Expenses Summary, select remove for each expense that was not incurred. (If Traveler received an Advance, include an "Overpayment" expense equal to the amount of the advance.) In the Itinerary screen, edit the "Location 1" box to make the departing date to equal arriving date. In the "Overall Ending Point" box change end date to equal the start date. Change Trip Duration to 12 Hours or Less. In the Per Diem Entitlements ensure the lodging and/or M&IE allowed is equal to zero. 	<ol style="list-style-type: none"> In Preview Trip Screen, type "Trip was cancelled – but expenses were incurred" in the Comments to the AO Stamp document SIGNED 	<p>Stamp authorization APPROVED</p> <p>(After 24 hours Traveler can create a voucher for reimbursement of expenses.)</p> <p>Stamp voucher APPROVED</p>
		NO	No Action – Go to Next Step	NO	No Action – Go to Next Step	<ol style="list-style-type: none"> In Preview Trip Screen, type "Trip was cancelled – no expenses were incurred" in the Comments to the AO Stamp document SIGNED 	<p>Stamp authorization CANCELLED</p> <p>(Funds will be deobligated.)</p>
NO	Create Adjustment: Click view/edit next to the document to create an adjustment. Deselect the check box next to Open Document VIEW-ONLY. Type in Password/Pin and click OK.	YES	Click Travel on the top navigation bar. On the right hand side under Trip Summary , click Remove for all the reservations (Air, Lodging, Rental Car) that had been previously selected.	YES	<ol style="list-style-type: none"> Under Expenses Summary, select remove for each expense that was not incurred. (If Traveler received an Advance, include an "Overpayment" expense equal to the amount of the advance.) In the Itinerary screen, edit the "Location 1" box to make the departing date to equal arriving date. In the "Overall Ending Point" box change end date to equal the start date. Change Trip Duration to 12 Hrs or Less. In the Per Diem Entitlements ensure the lodging and/or M&IE allowed is equal to zero. 	<ol style="list-style-type: none"> In Preview Trip Screen, type "Trip was cancelled – but expenses were incurred" in the Comments to the AO Stamp document SIGNED 	<p>Stamp authorization APPROVED</p> <p>(After 24 hours Traveler can create a voucher for reimbursement of expenses.)</p> <p>Stamp voucher APPROVED</p>
		NO	No Action – Go to Next Step	NO	No Action – Go to Next Step	<ol style="list-style-type: none"> In Preview Trip Screen, type "Trip was cancelled – no expenses were incurred" in the Comments to the AO Stamp document SIGNED 	<p>Stamp authorization CANCELLED</p> <p>(Funds will be deobligated.)</p>

Cancel an Authorization with NO EXPENSES Incurred

Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically three business days prior to scheduled departure), the traveler should inquire with their AO or TO if a CTO fee has been charged.

1. Traveler logs on to DTS, from the user/traveler DTS Private Page. Select the **Official Travel** tab and Click **Authorizations/Orders**.
2. If the Authorization has not been stamped **APPROVED**, click **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click **amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled-no expenses incurred" in the comments box. Click **OK**. Type in Password/Pin. Click **OK**.
3. If no reservations were made, skip to step 4. **If reservations were made**, click **Travel** on the top navigation bar. On the right hand side under **Trip Summary**, click **Remove** for all the reservations (Air, Lodging, Rental Car) that had been previously selected (select "OK" to confirm the removal of each segment).
4. Click **Review/Sign** in top navigation bar. In the **Preview Trip Screen**, type in "Trip was cancelled - no expenses incurred" in the **Comments to the Approving Official** field. Scroll down and Click **Save and Proceed to Pre Audit**.
5. In the **Pre-Audit Trip** screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
6. In the **Digital Signature** screen, click the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

When the traveler signs the document, reservations are automatically cancelled when routed to the CTO. When the AO stamps the document "CANCELLED", funds are deobligated. An email notification is sent to the Traveler when the document is stamped CANCELLED.

Cancel an Authorization with EXPENSES Incurred

If any expenses (including payment of a non-ATM advance or SPP) have been incurred the document cannot be cancelled, an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

1. Traveler logs on to DTS, from the user/traveler DTS Private Page. Select the **Official Travel** tab and click **Authorizations/Orders**.
2. If the Authorization has not been stamped **APPROVED**, click **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click **amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled but expenses were incurred" in the comments box. Click **OK**. Type in Password/Pin and click **OK**.
3. If no reservations were made, skip to step 4. **If reservations were made**, click on **Travel** on the top navigation bar. On the right hand side under **Trip Summary**, click **remove** for all the reservations (Air, Lodging, and Rental Car) that had been previously selected (select "OK" to confirm the removal of each segment). **NOTE: Check to see if all the reservations have been deleted under Trip Summary.**
4. Click on **Expenses**. Under the **Expense Summary** location on the right hand side of the screen, select **Remove** from each expense that was not incurred. Be sure to correct both non-mileage and mileage expenses. *Only leave expense(s) and cost(s) of items that need to be reimbursed.* E.g.: Registration Fees, Cancellation Fees, etc.
5. If an advance has been paid to the Traveler, do not make any adjustments on the **Advance** screen. The traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance for processing of the settlement voucher. Use manual procedures (outside of DTS) to record the debt and collect the overpayment.
6. Click on the **Itinerary** tab. Click **edit** in the "Location 1" box and change the departing date to equal the arriving date. Click **Save Changes**. Click "OK" to update Per Diem Locations. Next click **edit** in the "Overall Ending Point" box and change the end date to equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click "OK" to update Per Diem Locations. Click **Proceed to Per Diem Locations**.
7. Click **Additional Options** in the top navigation bar then **Per Diem Entitlements** screen to ensure the lodging and/or M&IE allowed is equal to zero.
8. Click **Review/Sign** tab on the top of the page. In the **Preview Screen**, type "Trip was cancelled but expenses were incurred." in the **Comments to the Approving Official** box. Click **Save and Proceed to Pre Audit**. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click **Save and Proceed to Pre Audit**.
9. In the **Pre-Audit Trip** screen, ensure all flags are justified and click **Save and Proceed to Digital Signature**.
10. In the **Digital Signature** screen, click the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

When the traveler signs the document, reservations are automatically cancelled when routed to the CTO. After the Authorization is stamped APPROVED by the AO, a 24-hour wait period is required before processing a Voucher.

Create a VOUCHER with/without RESERVATIONS

After the Authorization is stamped APPROVED, a 24-hour wait period is required before processing a Voucher. Once the Authorization is stamped AUTH 24 HOUR PASS, a new Voucher must be created for the incurred expense(s) to be paid.

1. Traveler logs on to DTS, from the user/traveler DTS Private Page. Select the **Official Travel** Tab and click **Voucher**.
2. Click **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear in the list. (There is a mandatory 24-hour wait period before a Voucher can be created. This is indicated with the AUTH 24 HOUR PASS status stamp).
3. Click **create** next to the Authorization.
3. Click **Review/Sign** in the top navigation bar. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click **Save and Proceed to Pre Audit**.
4. In the **Pre-Audit Trip** screen, ensure that all flags are justified and click **Save and Proceed to Digital Signature**.
5. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. (NDEAs select the **T-ENTERED** stamp). Click **Submit Completed Document**. At the **Digital Signature Login** box, type Password/Pin and click **OK**.

The Voucher will route to the AO for approval.

Deployment Tasks

<u>Task</u>	<u>Responsible POC</u>
Add Software: DBSign, ActiveCard Gold	IT/IM
Add Add'l Hardware: CAC Readers	IT/IM
Create Organizations	LDTA/ODTA
Create Routing Lists	LDTA/ODTA
Create Groups and Global Memberships	LDTA/ODTA
Create Lines of Accounting	FDTA
Establish Budgets and Targets	FDTA
Overview Brief	DTA
COL Training	DTAs, Reviewer, Approving Official
Appointments	Commander or Designee
Self Registrations	Traveler
CAC Cards	Traveler
PIN	Traveler
Review/Accept Profiles	LDTA/ODTA

Once these tasks are completed, travelers can use DTS

HOTLINKS

DTS Homepage

<http://www.defensetravel.osd.mil>

DTS Quick Reference—Travel Authorizations

http://www.defensetravel.osd.mil/DTSdocs/TriAuthCAC_100104.doc

DTS Quick Reference—Travel Voucher

http://www.defensetravel.osd.mil/DTSdocs/TriVoucherCAC_100104.doc

DTS Quick Reference—Authorizing Official Instructions

http://www.defensetravel.osd.mil/DTSdocs/TriRouteReviewCAC_100104.doc

DoD Financial Regulations:

http://www.dod.mil/comptroller/fmr/09/09_02.pdf (Vol. 9, Ch 2 Government Travel Card)

http://www.dod.mil/comptroller/fmr/09/09_03.pdf (Vol. 9, Ch 3 TDY in DTS)

http://www.dod.mil/comptroller/fmr/05/05_33.pdf (Vol. 5, Ch 33 Accountable Officials)

All Reviewing Officials and Authorizing Official must visit this site—understanding your role and liability

Certifying Officer Legislation (COL) Training:

<http://www.saffm.hq.af.mil/coaotut>

Travel Regulations

<http://www.dtic.mil/perdiem/trvlregs.html>

Lodging Success Program (LSP)

<http://www.armymwr.com/portal/travel/lodging/success.asp> (Government Quarters)

Government Travel Card—Cardholder Training (Required Annually)

http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9962&channelId=-13445&oid=13024&contentId=13033&pageTypeId=8199&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=FCXM

ASAFM

<http://www.asafm.army.mil>

Currency Converter

<http://www.oanda.com/convert/classic>

DFAS Library

<https://dfas4dod.dfas.mil/centers/dfasin/library/>